



## Policy re Ex -Offenders

Leighton Buzzard Voluntary Patient Transport Management Committee is committed to equality and diversity, we recognise the contribution that all people can make as volunteers and so we welcome enquiries of interest from everyone. We recognise too that some potential volunteers may have criminal records and are reluctant to apply for voluntary work where this would involve the disclosure of their record. We understand that people may fear they will not be treated fairly because of them.

We are required to ask all volunteers to complete a Disclosure & Barring Service form (DBS) but please rest assured we will handle the information you provide in confidence. Any disclosures will not be taken into account if they are deemed spent under the Rehabilitation of Offenders Act, unless the voluntary position is exempt from the Act.

If the position is exempt from the Act, we will ask for disclosure of both spent and unspent convictions, and also cautions, reprimands, and final warnings. If a Disclosure confirms what you have already told us, we will confirm your appointment. If the Disclosure reveals information that we were not previously aware of, we will discuss the matter with you before making a final decision. If you require further information about your rights in relation to Disclosure applications, and our responsibilities to you, please ask us for a copy of the Criminal Record Bureau's Disclosure Code of Practice or download this from the Bureau's website: [www.disclosures.gov.uk](http://www.disclosures.gov.uk).

We work on the assumption that people applying for voluntary work in order to help others, to meet new people, to develop new skills, to make a difference, etc., have no ulterior motive in seeking such work. With this in mind, we will wherever possible provide opportunities for people, and do so in ways that will not put you or our service users at risk.